

Satchel:One - Parent & Student guide

I write with a reminder of how students and parents can log in to the *Satchel:One* homework app.

1. How do students log in?

Satchel:One - App method (RECOMMENDED)

1. Install the *Satchel:one* app onto your [Apple](#) or [Android](#) smartphone or tablet using either the Apple App Store or Google Play store.
2. The first time you load the app, you will be asked to search for your school. Type 'The King' and tap the Search button, then select 'The King's (The Cathedral) School' from the list of search results.
3. Tap '**Sign in with Office 365**', then enter your network username, followed by [@kings.peterborough.sch.uk](#) (e.g. John Smith might use [08js11@kings.peterborough.sch.uk](#)) and tap 'Next'. All students have been given their network usernames in form-time and have been asked to write these down.
4. Enter your network password (the one you use to log into computers in school) and tap 'Next'. If prompted to stay signed in, check the 'Don't show this again' box, then tap 'Yes'.
5. After a few seconds you will be logged into your account. **Tip:** When prompted, please allow the app to show notifications on your device.
6. Tap the 'Homework' icon. The first time you do this, a short guide to using this feature will pop up on the screen. Read the information carefully, tapping the 'next' button at each stage for a short tour of this feature. It explains how you can indicate to your teacher that you have completed a homework task.

Login [Forgot password?](#)

Staff Parent **Student**

I already have an account
 I don't have an account yet


The King's (The Cathedral) School


Enter email address or username


Enter password

Log in

Or log in with:

 Sign in with Office 365 ✓


 Sign in with Google

 Sign in with RM Unify


1 - How the screen will look


Sign in to your account — Mozilla Firefox


https://login.microsoftonline.com/common/oauth2/au


 Microsoft

Pick an account

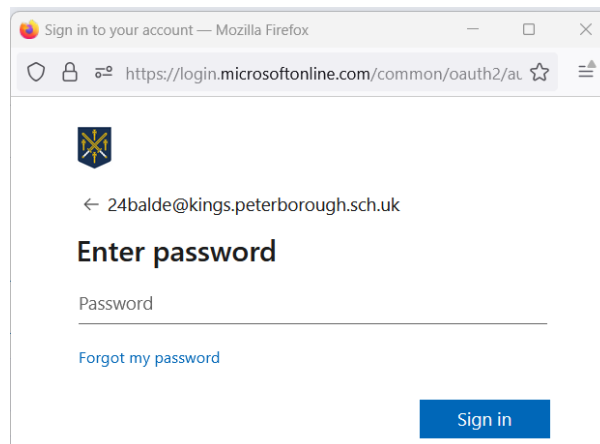
 [Redacted] Signed in

 Mr A Baldock
Baldock.A@kings.peterborough.sch.uk
Signed in

 24BaldE@kings.peterborough.sch.uk

 + Use another account

2 - How the pick your account screen might look



3 - How the password screen would look.

Satchel:One - Web browser method

1. Open a web browser on your computer/laptop and visit <https://www.satchelone.com/>
2. Click the 'Student' button, located just above the 'Search school' text box.
3. Click '**Sign in with Office 365**', then enter your network username, followed by @kings.peterborough.sch.uk – Jane Doe might use 07jd12@kings.peterborough.sch.uk and tap 'Next'
4. Enter your network password (the one you use to log into computers in school) and click 'Next'. If prompted to stay signed in, check the 'Don't show this again' box, then choose 'Yes'.
5. The page that loads initially is your 'To-do list' - this shows your upcoming, past and overdue homework tasks. You can return to this page at any time by clicking the green 'To-do list' button located in the top-left corner of the screen.
6. You may also wish to explore the 'Behaviour' and 'Timetables' buttons, located on the left-hand edge of the screen. Messages can be viewed on the 'Notice board', also located on the left-hand edge.
7. You can watch a short 'getting started' video guide on the *Satchel:one* site by clicking the 'Support' link on the left-hand side of the page when you are logged in.

2. How can parents access Satchel:One?

The steps below describe the process to create a parent account using a web browser on a computer; the steps to create an account using the app are very similar. The first step explains how you can get a parent code.

1. Your unique 'parent code' is obtained from your child's account when they are logged into *Satchel:One*. To get a parent code on a computer, your child should click "Account Settings" in the top-left corner of the screen when they are logged in; the parent code is then shown on the right-hand side of the screen. On your child's mobile device, your parent code can be obtained by tapping 'Settings', then 'Parent Code'.
2. Once you have your parent code, visit <https://www.satchelone.com> on a computer.

3. Click '*Parent*', located on the left-hand side of the page, then '*I don't have an account yet*'.
4. In the '*Search School*' box, start to type 'The king's'. When the name of the School appears in the search results, click on it to select 'The King's (The Cathedral) School'.
5. Enter your email address in the second of the text boxes.
6. In the box labelled, '*Enter parent code*', enter the code from your child's device.
7. Check the box labelled, '*I'm not a robot*' and complete any *Captcha* steps as required.
8. Click '*Sign up*'. Please check that your child is correctly identified on the next page, then tick both the checkboxes next to the two on-screen prompts and click '*Continue*'.
9. Enter your details in the boxes on the next page and choose a suitable password. Once you complete this step, you will automatically be logged into *Satchel:one*. Once you have created an account, you can use these details to access *Satchel:one* on either a computer or using the app in future.

Tip: If you log into *Satchel:one* using the app, please allow this to '*show notifications*' on your device when prompted.

3. I'm having difficulties

Please email Webmaster@kings.peterborough.sch.uk with 'Satchel:one problem' in the subject line. Please include the username you have tried to log in with, along with the version of *Satchel:one* you were attempting to use (e.g. 'iPhone app' or 'logging in using edge on Windows 11 / 10').

With kind regards,